


240429

2012-362.T

	USDOT# 55555555		Legal: MT PLEASANT SHUTTLE INC	
	Operating (DBA):			
MC/MX #:		Id #:		Federal Tax ID: 24-33108
Review Type: Safety Audit - New Entrant		Location of Review/Audit: Company Facility in the U.S.		
Scope: Entire Operation		Territory: F		
Operation Types		Interstate	Intrastate	
Carrier:	N/A	Non-HM		
Shipper:	N/A	N/A		
Cargo Tank:	N/A		Business: Corporation	Gross Revenue: \$0
			for year ending: 12/31/2011	
Company Physical Address:				
677 LONG POINT ROAD MT PLEASANT, SC 29464, UNITED STATES				
Contact Name: ROBERT A BUCOLTZ				
Phone numbers: (1) 8439714901		(2) 8434424384		Fax
E-Mail Address: BOB@MPSHUTTLE.COM				
Company Mailing Address:				
677 LONG POINT ROAD MT PLEASANT, SC 29464, UNITED STATES				
Carrier Classification				
Other				
Cargo Classification				
Passengers				
Does carrier transport placardable quantities of HM? No				
Is an HM Permit required? No				
Driver Information				
	Inter	Intra	Average trip leased drivers/month: 0	
< 100 Miles:	0	2	Total Drivers: 2	
>= 100 Miles:	0	0	CDL Drivers: 2	
Equipment				
	Owned	Term Leased	Trip Leased	Owned Term Leased Trip Leased
Minibus, 16+	1	0	0	
Power units used in the U.S.:		1		
Percentage of time used in the U.S.:		100		

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MT PLEASANT SHUTTLE INC
USDOT#: 55555555

Review Date:
11/7/2012

Part A

QUESTIONS regarding this report or the Federal Motor Carrier Safety or
Hazardous Materials rules may be addressed to the Office of Motor Carriers at:
South Carolina State Transport Police / Motor Carrier Compliance Unit
10311 Wilson Blvd. / P.O. Box 1993, Blythewood, SC 29016
Phone: 803-896-5500 / Fax: 803-896-5526

This SAFETY AUDIT will be used to assess your safety compliance.

Person(s) Interviewed:

Name: ROBERT A BUCHOLTZ

Title: PRESIDENT



**MT PLEASANT SHUTTLE INC**

USDOT#: 55555555

Review Date:

11/7/2012

Part B - Questions and Answers

An asterisk (*) beside an answer indicates an area of non-compliance by the motor carrier, and negatively affects the results of the audit.

Question General # 1 Section # 387.7(a) Acute

Does the carrier have the required minimum level of financial responsibility in effect (property carrier)?

Answer

N/A

Comments**Question** General # 2 Section # 387.7(d) Critical

Does the carrier have required proof of financial responsibility (property carrier)?

Answer

N/A

Comments**Question** General # 3 Section # 387.31(a) Acute

Does the carrier have the required minimum level of financial responsibility in effect (passenger carrier)?

Answer

N/A

Comments**Question** General # 4 Section # 387.31(d) Critical

Does the carrier have required proof of financial responsibility (passenger carrier)?

Answer

N/A

Comments**Question** General # 5 Section # 13901 (392.9a(a)(1))

Is the motor carrier authorized to conduct interstate operations in the United States?

Answer

N/A

Comments**Question** General # 6 Section # 390.15(b)(1)

Can the carrier provide a complete accident register of recordable accidents?

Answer

N/A

Comments**Question** General # 7 Section # 390.15(b)(2) Critical

Does the carrier have copies of all accident reports required by States or other government entities or insurers?

Answer

N/A

Comments**Question** General # 8 Section # 390.3(e)

Is the carrier knowledgeable of the FMCSRs/HMRs?

Answer

Yes

Comments

Question General # 9 Section # 390.21 Does the carrier know the commercial motor vehicles marking requirements?	Answer Yes
Comments	
Question Driver # 1 Section # 391.51(a) Critical Does the carrier maintain complete driver qualification files?	Answer Yes
Comments	
Question Driver # 2 Section # 391.11(b)(4) Acute Is the carrier using physically qualified drivers?	Answer Yes
Comments	
Question Driver # 3 Section # 391.45(a), 391.45(b) Critical Does available evidence indicate the motor carrier has used a driver without a medical certificate or with an expired medical certificate?	Answer No
Comments	
Question Driver # 4 Section # 391.15(a) Acute Is the carrier using any disqualified drivers?	Answer No
Comments	
Question Driver # 5 Section # 391.51(b)(2) Critical Does the carrier maintain driving inquiry data in driver qualification files?	Answer Yes
Comments	
Question Driver # 6 Section # 382.115(a), 382.115(b) Acute Has the carrier implemented an alcohol and/or controlled substances testing program?	Answer Yes
Comments	
Question Driver # 7 Section # 382.213(b) Acute Has the carrier used drivers who have used controlled substances?	Answer No
Comments	
Question Driver # 8 Section # 382.215 Acute Has the carrier used a driver who has tested positive for a controlled substance?	Answer No
Comments	

Question Driver # 9 Section # 382.201 Acute Has the carrier used a driver known to have an alcohol concentration of 0.04 or greater? Comments	Answer No
Question Driver # 10 Section # 382.505(a) Acute Has the carrier used a driver found to have an alcohol concentration of .02 or greater but less than .04 within 24 hours of being tested? Comments	Answer No
Question Driver # 11 Section # 382.301(a) Critical Has the carrier ensured that drivers have undergone testing for controlled substances prior to performing a safety sensitive function? Comments	Answer Yes
Question Driver # 12 Section # 382.303(a) Critical Has the carrier conducted post accident testing on drivers for alcohol? Comments	Answer Yes
Question Driver # 13 Section # 382.303(b) Critical Has the carrier conducted post accident testing on drivers for controlled substances? Comments	Answer N/A
Question Driver # 14 Section # 382.305 Acute Has the carrier implemented random testing program? Comments	Answer Yes
Question Driver # 15 Section # 382.305(b)(1) Critical Has the carrier conducted random alcohol testing at an annual rate of not less than the applicable annual rate or prorated rate of the average number of driver positions? Comments	Answer Yes
Question Driver # 16 Section # 382.305(b)(2) Critical Has the carrier conducted controlled substance testing at the applicable prorated rate of not less than the applicable annual rate of the average number of driver positions? Comments	Answer Yes
Question Driver # 17 Section # 40.305(a) Has the carrier conducted the required return-to-duty tests on employees returning to safety-sensitive functions? Comments	Answer N/A

Question Driver # 18 Section # 40.309(a)	Answer
Is the carrier conducting follow-up testing as directed by the Substance Abuse Professional?	N/A
Comments	
Question Driver # 19 Section # 382.211 Acute	Answer
Has the carrier used a driver who has refused to submit to an alcohol or controlled substances test required under Part 382?	No
Comments	
Question Driver # 20 Section # 382.503 Critical	Answer
Has the carrier used a Substance Abuse Professional as required by 49 CFR Part 40 Subpart O?	N/A
Comments	
Question Driver # 21 Section # 383.23(a) Critical	Answer
Has a driver operated a commercial motor vehicle without a current operating license, or a license, which hasn't been properly classed and endorsed?	No
Comments	
Question Driver # 22 Section # 383.37(a) Acute	Answer
Has the motor carrier knowingly allowed it's drivers who's CDLs have been suspended, revoked or canceled by a state, have lost the right to operate a CMV in a State, or have been disqualified from operating a CMV to operate a commercial motor vehicle?	No
Comments	
Question Driver # 23 Section # 383.51(a) Acute	Answer
Has the motor carrier knowingly allowed, required, permitted, or authorized a driver to drive who is disqualified to drive a commercial motor vehicle?	No
Comments	
Question Operations # 1 Section # 395.1(e)(1), 395.1(e)(2)	Answer
Does the carrier have a system for recording hours of duty status on 100/150- mile radius drivers, and are they properly utilizing the 100/150 air-mile radius exemption?	Yes
Comments	
Question Operations # 2 Section # 395.8(a) Critical	Answer
Does the carrier require drivers to make a record of duty status?	Yes
Comments	
Question Operations # 3 Section # 395.8(i) Critical	Answer
Does the carrier require drivers to submit records of duty status within 13 days?	Yes
Comments	

Question Operations # 4 Section # 395.8(k)(1) Critical Can the carrier produce records of duty status and supporting documents for selected drivers?	Answer Yes
Comments	
Question Operations # 5 Section # 395.3(a)(1) Critical Has the carrier allowed driver(s) to exceed the 11-hour rule? (Property)	Answer N/A
Comments	
Question Operations # 6 Section # 395.3(a)(2) Critical Has the carrier allowed driver(s) to exceed the 14-hour rule? (Property)	Answer N/A
Comments	
Question Operations # 7 Section # 395.3(b)(1) Critical Has the carrier allowed driver(s) to drive after having been on duty more than 60 hours in 7 consecutive days? (Property)	Answer N/A
Comments	
Question Operations # 8 Section # 395.3(b)(2) Critical Has the carrier allowed driver(s) to drive after having been on duty more than 70 hours in 8 consecutive days? (Property)	Answer N/A
Comments	
Question Operations # 9 Section # 395.5(a)(1) Critical Has the carrier allowed driver(s) to exceed the 10 hour rule? (Passenger)	Answer No
Comments	
Question Operations # 10 Section # 395.5(a)(2) Critical Has the carrier allowed driver(s) to exceed the 15 hour rule? (Passenger)	Answer No
Comments	
Question Operations # 11 Section # 395.5(b)(1) Critical Has the carrier allowed driver(s) to drive after having been on duty more than 60 hours in 7 consecutive days? (Passenger)	Answer No
Comments	
Question Operations # 12 Section # 395.5(b)(2) Critical Has the carrier allowed driver(s) to drive after having been on duty more than 70 hours in 8 consecutive days? (Passenger)	Answer N/A
Comments	

Question Operations # 13 Section # 395.8(e) Critical	Answer
Does available evidence indicate a selected driver has prepared a false record of duty status?	No
Comments	
Question Operations # 14 Section # 392.2 Critical	Answer
Does the motor carrier ensure that drivers operate commercial motor vehicles in accordance with the laws, ordinances, and regulations of the jurisdictions in which they are operating?	Yes
Comments	
Question Operations # 15 Section # 392.9(a)(1) Critical	Answer
Does the carrier ensure that drivers are not permitted to drive a vehicle without the cargo properly distributed and adequately secured?	N/A
Comments	
Question Operations # 16 Section # 392.4(b) Acute	Answer
Have any drivers operated a commercial motor vehicle while under the influence of, or in possession of, narcotic drugs, amphetamines, or any other substances capable of rendering the drivers incapable of safely operating motor vehicles?	No
Comments	
Question Operations # 17 Section # 392.5(b)(1) Acute	Answer
Have any drivers operated a commercial motor vehicle while under the influence of, or in possession of, intoxicating beverages?	No
Comments	
Question Operations # 18 Section # 392.5(b)(2) Acute	Answer
Have any drivers operated a commercial motor vehicle within 4 hours of having consumed intoxicating beverages?	No
Comments	
Question Maintenance # 1 Section # 396.3(b) Critical	Answer
Can the carrier produce maintenance files for requested vehicle(s)?	Yes
Comments	
Question Maintenance # 2 Section # 396.17(a) Critical	Answer
Can the motor carrier produce evidence of periodic (annual) inspections for selected vehicles?	Yes
Comments	
Question Maintenance # 3 Section # 396.11(a) Critical	Answer
Does the motor carrier require drivers to complete vehicle inspection reports daily?	N/A
Comments	
The carrier have one vehicle	

Question Maintenance # 4 Section # 396.11(c) Acute

Does the carrier ensure that out-of-service defects listed by the driver in the driver vehicle inspection reports are corrected before the vehicle is operated again?

Answer

N/A

Comments

Question Maintenance # 5 Section # 396.9(c)(2) Acute

Does the carrier ensure vehicles that have been declared "out-of-service" do not operate before repairs have been made?

Answer

Yes

Comments

Question Maintenance # 6 Section # 396.19

Is the carrier using qualified inspectors (mechanic) and maintaining evidence of the inspector's qualifications?

Answer

Yes

Comments

Question Maintenance # 7 Section # 396.3

Can the carrier explain its systematic, periodic maintenance program?

Answer

Yes

Comments

Question Other # 1 Section # 375.211

Does the carrier participate in an Arbitration Program?

Answer

N/A

Comments

Question Other # 2 Section # 13702

Does the carrier assess shipper freight charges based upon published tariffs?

Answer

N/A

Comments

Question Other # 3 Section # 375.401(c)

Does the carrier provide reasonably accurate estimates of moving charges?

Answer

N/A

Comments

Question Other # 4 Section # 375.407(a), 375.703(b)

Has the carrier avoided "hostage freight" or other predatory practices?

Answer

N/A

Comments

Question Other # 5 Section # 387.301(a), 387.301(b)

Does the HHG carrier have sufficient levels of public liability and cargo insurance?

Answer

N/A

Comments

<p>Question Other # 6 Section # 375.215</p> <p>Does the carrier have a published tariff and is the motor carrier changing the applicable rate (375.215).</p> <p>Comments</p>	<p>Answer</p> <p>N/A</p>
<p>Question Other # 7 Section # 375.213</p> <p>Can the motor carrier identify the five documents required to be given to a prospective individual shipper prior to executing an order for service?</p> <p>Comments</p>	<p>Answer</p> <p>N/A</p>
<p>Question Other # 8 Section # 37 subpart H</p> <p>Does the carrier have the means to provide accessible over-the-road bus (OTRB) service on a 48-hour advance notice basis by its owned or leased OTRBs?</p> <p>Comments</p>	<p>Answer</p> <p>N/A</p>
<p>Question Other # 9 Section # 37 subpart H</p> <p>If the carrier does not have the means then does the carrier have an arrangement with another carrier that operates accessible OTRBs?</p> <p>Comments</p>	<p>Answer</p> <p>N/A</p>

Note: No Hazardous Materials questions were asked because the carrier does not carry Hazardous Materials in Interstate Commerce.



MT PLEASANT SHUTTLE INC
USDOT#: 55555555

Review Date:
11/7/2012

Part B

Your Proposed Safety Audit Result is: **PASS**

Explanation of Scoring Methodology

Factor	Failed Questions		Performance Test Status	Total Points	Factor Status
	Critical	Acute			
1. General	0	0	—	0	PASS
2. Driver	0	0	—	0	PASS
3. Operations	0	0	—	0	PASS
4. Maintenance	0	0	PASS — 0.00 %	0	PASS
5. Hazardous Materials	—	—	—	—	—
6. Accidents	—	—	PASS — 0.00	—	PASS
SUM	0	0		0	PASS

Result: Carrier has adequate basic safety management controls in place.

NOTE: Carrier has the right to request a review of this determination if there are factual or procedural disputes.

HOW THE SA IS SCORED

FACTORS - The Federal Motor Carrier Safety and Federal Hazardous Material Regulations are categorized into six factors. Multiple questions address the various factors. The Part B Question & Answer Report lists the CFR section numbers related to each question.

CRITICAL/ACUTE - Questions are also defined as CRITICAL, ACUTE or neither depending on the significance of the underlying regulation. Questions are assigned a point value if they are incorrectly answered. Critical = 1 and Acute = 1.5. The point values are summed for each factor. Any factor with a point value of 3 or more is marked "FAILED".

OUT OF SERVICE (OOS) RATE - The Driver/Vehicle OOS rate is used in factor #4 as another question. If there have been more than three level 1, 2, or 5 North American Standard Inspections conducted over the past year, they will be summarized. If the summed OOS rate is over 34%, one additional point is assigned to that factor.

CRASH FACTOR - Carriers are defined as urban or non-urban in order to compensate for the higher crash risk of urban operations. Urban carriers are defined as those that operate within a 100 air-mile radius. The crash rate for a carrier is calculated as accidents per million miles traveled. Factor #6 is "FAILED" if the urban carrier crash rate exceeds 1.7 or the non-urban carrier crash rate exceeds 1.5.

OVERALL STATUS DETERMINATION - Any carrier with 3 or more "FAILED" factors is deemed to have failed the Safety Audit by having inadequate safety management controls in place to operate in the U.S.





MT PLEASANT SHUTTLE INC
USDOT#: 55555555

Review Date:
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Part B Requirements and/or Recommendations

1. Obtain a copy of each driver's driving record and review it annually.
2. Drivers may not have Commercial Driver Licenses (CDLs) from more than one state. Ensure that all drivers have only one current CDL that is not under suspension or revocation. Driver CDLs must also match the correct class of vehicle driven and have applicable endorsements for double/triple trailer, passenger, tank vehicle and/or hazardous material operation.
3. Review the circumstances under which a CDL is required. CDL and drug testing rules apply to both interstate and intrastate commerce.
4. Ensure that drivers provide a 10-year employment history on their employment application.
5. Ensure that all drivers are fully and properly qualified before operating in interstate commerce. Maintain a complete file as required for each driver, documenting the qualification process.
6. Maintain all required controlled substance testing records including yearly summaries, quarterly summaries, test information, test results, records of training etc., as required by 49 CFR Parts 40 and 382 of the FMCSR .
7. Use of radar detectors or similar devices on commercial vehicles is illegal. Do not require or permit drivers to use them. Take appropriate disciplinary action against drivers if they are using such devices.
8. Do not schedule or require drivers to make trips requiring them to exceed posted speed limits in order to complete the run within the hours of service limits.
9. Require all drivers to prepare complete and accurate records of duty status for each day, and to submit them within 13 days. Maintain all duty status records on file, with all supporting documents, for at least 6 months.
10. Ensure that all documents supporting records of duty status (such as toll, fuel repair and other on-the-road expense receipts, as well as invoices, bills of lading, dispatch records, etc.) are kept on file for at least 6 months.
11. Obtain from any driver used for the first time (or intermittently) a signed statement showing the total time on-duty during the preceding seven (7) days and the time at which the driver was last relieved from duty.
12. Toll receipts and other on-the-road expense receipts, invoices, bills of lading, dispatch records, and other "supporting document" must be kept on file for six (6) months. This requirement also applies to records generated by the use of owner-operators. You may keep legible photocopies in lieu of originals.
13. If you want some drivers to use the 100 air-mile radius exemption, make sure that the drivers meet all terms of the exemption, including being released from duty no more than 12 hours from when they report for duty. Logs must be prepared if a driver does not meet the 12 hour requirement.
14. New & intermittently used drivers must provide a signed statement showing their total time on-duty for the seven days preceding any trip. These records must be kept on file for 6-months.
15. Ensure that all drivers' records of duty status (logs) are accurate. Check them against "supporting documents" to verify accuracy. Prohibit falsification of logs by any driver. Review the rules on supporting documents. Take appropriate action against drivers who falsify logs.
16. Establish a systematic maintenance records program for all vehicles. Maintain a complete file for each subject vehicle, recording all repair, maintenance and inspection operations performed.
17. Periodically review the maintenance and inspection records for all lease vehicles as required by Part 396 of the FMCSR. Keep a record to document these reviews and notify the vehicle owner of any violations detected.
18. Ensure that the persons or entities that perform preventative maintenance inspections on your equipment are abiding by agreed time or mileage intervals. Ensure that records are kept of such periodic preventative maintenance inspections. Take corrective action, if schedules are not being adhered to.



19. This report contains citations of regulations that are deemed serious in nature and could result in penalties against your company and/or your drivers.
20. A complete Educational and Technical Assistance package entitled "A MOTOR CARRIER'S GUIDE TO IMPROVING HIGHWAY SAFETY" is available free on the FMCSA website to assist you in complying with the safety regulations. It contains many forms and documents useful for improving the safety of your operations. Check: www.fmcsa.dot.gov/factsfigs/eta/index.html.
21. Ensure that all drivers subject to pre-employment, random, reasonable cause, post accident, return to duty, and/or follow-up controlled substance testing are tested as required by 49 CFR Parts 40 and 382 of the FMCSR.
22. Establish a system to control passenger-carrying drivers' hours of service. Do not dispatch drivers who don't have adequate hours available to complete assigned trips legally. Do not allow drivers to exceed the 10, 15, and 60/70-hour limits.
23. For questions about DOT numbers or biennial updates: 800-832-5660 or 703-280-4001
For questions about licensing, authority or MC numbers: 202-366-9805
For questions about insurance: 202-385-2423
For household goods complaints: 888-DOT-SAFT (888-368-7238)
24. The Division Administrator/State Director will continue to consider preventability when a motor carrier contests a proposed safety fitness rating. The motor carrier may deem that the recordable accident rate is not a fair means of evaluating its accident factor 6 on the Compliance Review. If so the motor carrier must submit the compelling evidence within five calendar days to:

Division Administrator/State Director
Federal Motor Carrier Safety Administration
Mailing Address
City, State Zip Code

Compelling evidence should include (but is not limited to) official police accident reports and official insurance accident investigation reports.

25. FATIGUE BASIC PROCESS BREAKDOWN: Qualification and Hiring Process

DESCRIPTION OF PROCESS BREAKDOWN

BASIC SPECIFIC RECOMMENDED REMEDIES

Implement Safety Improvement Practices: The following are recommended practices related to Qualification and Hiring.

- Ensure Moving Violation Records (MVR) for all prospective drivers are reviewed as part of the hiring process.
- Check with previous employers regarding Hours of Service violations.

Passenger Carriers:

- When hiring part-time or intermittent drivers with concurrent employment, verify current and recent Records of Duty Status (RODs) as well as prior Hours of Service violations.

Hazmat Carriers:

- When querying applicants and previous employers for HAZMAT-handling positions, check if physical and stress demands have led to fatigue related violations.
- Carefully plan recruitment and hiring of seasonal and part-time HAZMAT drivers to meet demands without exceeding Hours of Service limitations.

Seek Out Resources:

- You are encouraged to review your company's record at the following website: [HTTP://AI.FMCSA.DOT.GOV/CSI](http://AI.FMCSA.DOT.GOV/CSI). You will need to use your PIN Number that has been provided by the FMCSA. This website contains helpful safety resources. Please refer to the following resource numbers in the "Guidance" Section of the CSI web page that connects you with the reference materials in this website.
 - o Resource Number:
- Contact industry associations to get resources and ideas on safety improvement practices from other carriers in the industry.

26. FATIGUE BASIC PROCESS BREAKDOWN: Meaningful Action

DESCRIPTION OF PROCESS BREAKDOWN

BASIC SPECIFIC RECOMMENDED REMEDIES

Implement Safety Improvement Practices: The following are recommended practices related to Meaningful Action.

- Examine monitoring and tracking data to see if a problem is an individual issue or a systematic breakdown in the Safety Management Cycle (i.e. Policies and Procedures, Roles and Responsibilities, etc.)
- Design and implement incentives and/or reward/recognition programs to reward compliance with Hours of Service regulations, especially under difficult conditions.
- Ensure staff's knowledge in deficient area is current.
- Give feedback to employee as soon as the company is aware that an employee is not fulfilling his/her responsibilities.
- Develop a progressive disciplinary program, ultimately leading to termination, to ensure drivers comply with regulations and company policies.

Seek Out Resources:

- You are encouraged to review your company's record at the following website: [HTTP://AI.FMCSA.DOT.GOV/CSI](http://AI.FMCSA.DOT.GOV/CSI). You will need to use your PIN Number that has been provided by the FMCSA. This website contains helpful safety resources. Please refer to the following resource numbers in the "Guidance" Section of the CSI web page that connects you with the reference materials in this website.
 - o Resource Number:
- Contact industry associations to get resources and ideas on safety improvement practices from other carriers in the industry.



27. UNSAFE DRIVING BASIC PROCESS BREAKDOWN: Roles and Responsibilities

DESCRIPTION OF PROCESS BREAKDOWN

BASIC SPECIFIC RECOMMENDED REMEDIES

Implement Safety Improvement Practices: The following are recommended practices related to Roles and Responsibilities.

- Identify, clearly define, and document roles and responsibilities of drivers related to compliance with company policies, and local laws and ordinances.
- Identify, clearly define, and document role of senior manager(s) for implementing unsafe driving policies and for monitoring compliance with these policies.

Seek Out Resources:

- You are encouraged to review your company's record at the following website: [HTTP://AI.FMCSA.DOT.GOV/CSI](http://AI.FMCSA.DOT.GOV/CSI). You will need to use your PIN Number that has been provided by the FMCSA. This website contains helpful safety resources. Please refer to the following resource numbers in the "Guidance" Section of the CSI web page that connects you with the reference materials in this website.
 - o Resource Number:
- Contact industry associations to get resources and ideas on safety improvement practices from other carriers in the industry.

28. VEHICLE MAINTENANCE BASIC PROCESS BREAKDOWN: Policies and Procedures

DESCRIPTION OF PROCESS BREAKDOWN

BASIC SPECIFIC RECOMMENDED REMEDIES

Implement Safety Improvement Practices: The following are recommended practices related to Policies and Procedures.

- Develop a policy that ensures drivers are trained and complete daily vehicle inspection reports.
- Develop an effective system for drivers to communicate vehicle defects to management.
- Develop a procedure that ensures vehicle repairs are completed in a timely manner and ensures that repairs which have an impact on safety and/or safety compliance are repaired immediately.
- Develop a policy that ensures that vehicles identified to be fixed are repaired properly and in a timely manner.
- Develop a system of preventative maintenance and inspection to ensure safe and efficient fleet operations.
- Develop a policy requiring all drivers to submit copies of all inspections to carrier management within a designated timeframe.

Passenger Carriers:

- Develop systematic procedures for critical maintenance items—for example, checking wheel- hub-lubrication levels according to the manufacturer's recommended inspection intervals, and regularly inspecting wiring and electrical systems, passenger seats, and emergency exits.
- Consider installation of fire-detection-and-suppression systems on current fleets and as purchase options on new coaches.

Seek Out Resources:

- You are encouraged to review your company's record at the following website: [HTTP://AI.FMCSA.DOT.GOV/CSI](http://AI.FMCSA.DOT.GOV/CSI). You will need to use your PIN Number that has been provided by the FMCSA. This website contains helpful safety resources. Please refer to the following resource numbers in the "Guidance" Section of the CSI web page that connects you with the reference materials in this website.
 - o Resource Number:
- Contact industry associations to get resources and ideas on safety improvement practices from other carriers in the industry.

29. CONTROLLED SUBSTANCES AND ALCOHOL BASIC PROCESS BREAKDOWN: Policies and Procedures

DESCRIPTION OF PROCESS BREAKDOWN

BASIC SPECIFIC RECOMMENDED REMEDIES

Implement Safety Improvement Practices: The following are recommended practices related to Policies and Procedures.

- Establish a process to ensure that test results are properly safeguarded from disclosure to subsequent employers and other parties.
- Establish a process to ensure that drivers who are randomly tested can be immediately removed if found positive, and do not return to duty before obtaining proper clearance.
- Develop a written company policy incorporating all rules regarding controlled substances and alcohol abuse, testing, and records retention for all employees, according to regulation.
- Establish policy and procedures that promote and enforce adherence to all controlled substances and alcohol rules and regulations, fitted to company operations. (This can be streamlined by joining a consortium.)

Seek Out Resources:

- You are encouraged to review your company's record at the following website: [HTTP://AI.FMCSA.DOT.GOV/CSI](http://AI.FMCSA.DOT.GOV/CSI). You will need to use your PIN Number that has been provided by the FMCSA. This website contains helpful safety resources. Please refer to the following resource numbers in the "Guidance" Section of the CSI web page that connects you with the reference materials in this website.

o Resource Number:

- Contact industry associations to get resources and ideas on safety improvement practices from other carriers in the industry.

30. CONTROLLED SUBSTANCES AND ALCOHOL BASIC PROCESS BREAKDOWN: Qualification and Hiring Process

DESCRIPTION OF PROCESS BREAKDOWN

BASIC SPECIFIC RECOMMENDED REMEDIES

Implement Safety Improvement Practices: The following are recommended practices related to Qualification and Hiring.

- Query applicants and check with previous employers regarding controlled substances and alcohol violations, as well as related background, conditions and behaviors indicative of substance abuse, and conduct pre-employment testing as needed.
- Review and evaluate gaps in employment, frequent job changes, and incomplete applications that may indicate a history of controlled substances or alcohol abuse.
- Query drug and alcohol testing program manager applicants and their previous employers regarding knowledge and experience regarding rules, interpretations, and compliant practices of other companies.
- Ensure Moving Violation Records (MVR) for all prospective drivers are reviewed as part of the hiring process.
- Verify the qualification of all service agents to be acquired in accordance with regulations and best practices.

Passenger Carriers:

- When hiring part-time or intermittent drivers with concurrent employment, check with concurrent employer for pool selection status.
- Do not overlook qualification and testing requirements for drivers for intrastate school bus operations.

Seek Out Resources:

- You are encouraged to review your company's record at the following website: [HTTP://AI.FMCSA.DOT.GOV/CSI](http://AI.FMCSA.DOT.GOV/CSI). You will need to use your PIN Number that has been provided by the FMCSA. This website contains helpful safety resources. Please refer to the following resource numbers in the "Guidance" Section of the CSI web page that connects you with the reference materials in this website.
 - o Resource Number:
- Contact industry associations to get resources and ideas on safety improvement practices from other carriers in the industry.

31. DRIVER FITNESS BASIC PROCESS BREAKDOWN: Qualification and Hiring Process

DESCRIPTION OF PROCESS BREAKDOWN

BASIC SPECIFIC RECOMMENDED REMEDIES

Implement Safety Improvement Practices: The following are recommended practices related to Qualification and Hiring.

- Query applicants, check with previous employers, and obtain necessary documents regarding previous violations, CDL, operational qualifications and training, as well as related background, medical conditions and driver behavior.
- Review and evaluate gaps in employment, frequent job changes, incomplete applications, within-company applications and re-assignments, operational limitations (e.g. LCV, HAZMAT), physical impairments, and controlled substances and alcohol involvement.
- Ensure Moving Violation Records (MVR) for all prospective drivers are reviewed as part of the hiring process.

Passenger Carriers:

- Check the MVR to ensure that driver has proper class of license, and proper "P" or "S" endorsement, and if applicable endorsement on license has specific restriction, such as an air brake restriction.

Hazmat Carriers:

- Ensure that drivers can meet physical requirements and that they possess the personality traits necessary to withstand additional stress associated with multiple HAZMAT transportation responsibilities.
- Limit assignments of flammable hauls to non-smokers.

Seek Out Resources:

- You are encouraged to review your company's record at the following website: [HTTP://AI.FMCSA.DOT.GOV/CSI](http://AI.FMCSA.DOT.GOV/CSI). You will need to use your PIN Number that has been provided by the FMCSA. This website contains helpful safety resources. Please refer to the following resource numbers in the "Guidance" Section of the CSI web page that connects you with the reference materials in this website.
 - o Resource Number:
- Contact industry associations to get resources and ideas on safety improvement practices from other carriers in the industry.


32. Notice: A pattern of and/or repeated violations of the same or related acute or critical regulations will cause the maximum penalties allowed by law to be assessed under Section 222 of the Motor Carrier Safety Improvement Act of 1999 (MCSIA). A pattern of violations means two or more violations of acute and/or critical regulations in three or more Parts of Title 49, Code of Federal Regulations discovered during any eligible investigation. Repeated violations means violation(s) of an acute regulation of the same Part of Title 49, Code of Federal Regulations discovered in an investigation after one or more closed enforcement actions within a six year period and/or violation(s) of a critical regulation in the same Part of Title 49, Code of Federal Regulations discovered in an investigation after two or more closed enforcement actions within a six year period.
33. To better understand your company's responsibilities under the Department of Transportation's Americans with Disabilities Act (ADA) regulations concerning accessibility of over-the-road buses, review the information on the Federal Motor Carrier Safety Administration's Web site at:
<http://www.fmcsa.dot.gov/rules-regulations/bus/company/ada-guidelines.htm>
34. Provide pre-trip safety information to motorcoach passengers. For information about the Basic Plan for Motorcoach Passenger Safety Awareness that was published by the Federal Motor Carrier Safety Administration, go to the Agency's Web site at:
<http://www.fmcsa.dot.gov/about/outreach/bus/bus-safety-awareness-plan.htm>
35. Copies of the regulations, forms, interpretations, and manuals are available from a variety of sources. Check the FMCSA website for a current list of suppliers. www.fmcsa.dot.gov/safety-security/eta/index.htm
36. Ensure that all vehicles are properly marked with your name or trade name and U.S. DOT number. If your vehicles are also periodically operating for other carriers, they must be marked with that carrier's name and U.S. DOT#.



37. Conduct periodic internal reviews of your driver qualification, hours of service control, maintenance, accident analysis/reporting, training, and other safety systems to ensure continued compliance with the FMCSR.



South Carolina Department of Public Safety - South Carolina State Transport Police

	USDOT# 55555555	Legal: MT PLEASANT SHUTTLE INC	
	Operating (DBA):		
MC/MX #:		Id #:	Federal Tax ID: 64-33306
Review Type: Safety Audit - New Entrant - Receipt		Location of Review/Audit: Company Facility in the U.S.	
Scope: Entire Operation		Territory: F	
Operation Types	Interstate Intrastate		
Carrier:	N/A Non-HM	Business: Corporation	
Shipper:	N/A N/A	Gross Revenue:	\$0 for year ending: 12/31/2011
Cargo Tank:	N/A		
Company Physical Address:			
677 LONG POINT ROAD MT PLEASANT, SC 29464, UNITED STATES			
Contact Name: ROBERT A BUCOLTZ			
Phone numbers: (1) 8439714901		(2) 8434424384	Fax
E-Mail Address BOB@MPSHUTTLE.COM			
Company Mailing Address:			
677 LONG POINT ROAD MT PLEASANT, SC 29464, UNITED STATES			
Report Summary			
Report		# of Pages	
Part A - General		2	
Part B - Questions & Answers		8	
Part B - Propsed Result		1	
Part B - Recommendations		8	
Audit Receipt Page		1	
Total Pages:		20	
<p>Disclaimer: By signing below, I acknowledge that I have received a copy of this review/audit and agree with the total number of pages indicated (above) for each document. My signature does not imply agreement with the findings of the review/audit, however they have been discussed in detail with me.</p>			
<p>QUESTIONS regarding this report or the Federal Motor Carrier Safety or Hazardous Materials rules may be addressed to the Office of Motor Carriers at:</p> <p align="center">South Carolina State Transport Police / Motor Carrier Compliance Unit 10311 Wilson Blvd. / P.O. Box 1993, Blythewood, SC 29016 Phone: 803-896-5500 / Fax: 803-896-5526</p>			
This SAFETY AUDIT will be used to assess your safety compliance.			
Person(s) interviewed:			
Name: ROBERT A BUCHOLTZ		Title: PRESIDENT	
Reported By:	Title:	Code: SC0009	Date: 11/7/2012
Received By:	Title:		

RECEIVED

